

Title 450 – General Manual

**Part 407 – Documentation, Certification and Spot Checking**

**Subpart A- Policy**

**WV407.1 Policy**

Form [WV-180-5-Spot Check Report](#) will be used to record findings and recommendations when conducting spot check of engineering and agronomic practices.

A flow-chart (exhibit A) provides a visual representation of the process described in Title 450, Part 407.

**Part 407 – Documentation, Certification and Spot Checking**

**Subpart B- Documentation and Certification**

**WV407.10 Supporting Data**

Practices for which Natural Resources Conservation Service (NRCS) provides technical assistance will be shown on the client's planning map and prepared designs. The practice location will be identified by standard map symbols for structural practices and by delineating the area for vegetative or management practices. The practice will be recorded as part of the record of cooperators' decision in their conservation plan. It is recommended that all engineering and agronomic practices be located on the conservation plan map using GPS.

Minimum supporting data for structural practices (engineering) is defined in the Engineering Field Handbook, Chapter 5 (Amend WV-45, Nov, 1996) Preparation of Engineering Plans, Design and Construction Support Data for Conservation Practices, and in the Statement of Work (SOW) for each practice standard. Construction checks will be recorded on job plans and/or field notes and represent the as-built plans for the practice.

Specifications will be based upon the appropriate and current conservation practice standard in the West Virginia Field Office Technical Guide ([FOTG](#))-Section IV. Specific practice requirements listed in the standard will be included in the planning document and will serve as a guide for practice certification.

**WV407.11 Checking Completed Work**

Refer to the National Engineering Manual regarding NRCS checking and non-NRCS checking of completed engineering practices.

The deliverables listed in the conservation practice standard SOW shall be provided for each practice (engineering or agronomic). The SOW is in the West Virginia [FOTG](#), Section IV-Conservation Practices.

**WV407.12 Certifying Performance for Cost Sharing**

Practices requiring certification for payment purposes will only be certified when the practice is completed and meets all required technical specifications. In the event that non-NRCS personnel check completed work, NRCS personnel possessing the required approval authority will concur in the supporting data and checkout documentation submitted by the contractor and the NRCS personnel shall give cost-share certification for the installation.

Certification will be based on final design quantities unless a significant change is made in the design during construction, or unless the practice or components of the practice have to be in place prior to determining final quantities for payment.

**Part 407 – Documentation, Certification and Spot Checking**

**Subpart C- Spot Checking**

**WV407.20 Procedure**

**Frequency**

Spot-checking shall be done annually based on a fiscal year. All reviews and reports will be completed by December 31 for practices done the previous fiscal year.

**Amount of Spot Checking**

The spot check will include 5%, or at least three (3), of each type of practice installed or reported in a field office or county. A “type of practice” is defined as any practice standard identified in the West Virginia [FOTG](#) – Section IV as either agronomic or engineering. Spot checking is the quality control process used in West Virginia to ensure practices are planned, designed, and installed according to the standards contained in the West Virginia [FOTG](#) – Section IV. It should not be necessary to check more than six (6) practice installations in a field office even though more are required to meet the 5% rule.

**Selecting the Installation to be Spot Checked**

A list of installed or reported practices for the fiscal year will be developed for each field office that will be spot checked.

The person doing the spot check will determine which practices will spot checked (each practice used by the office will be spot checked at least once every 3-years). There could be variations within a type of practice, e.g., a dugout pond versus an embankment pond. The spot checker will determine which variation(s) of the practice will be checked. Over a period of not more than 3-years, the work of each member of the field office staff will be spot checked.

**Personnel**

The ASTC-FO will assign personnel to perform reviews of practices installed, determinations made, and plans in their area. The designated person or persons shall meet the following requirements:

- i. Be an area or state office staff member.
- ii. Have engineering job approval authority for the practice. For agronomic practices the person doing the spot check will be either a Certified Planning Advisor or a Certified Conservation Planner.
- iii. Be an employee other than the one who determined need, designed, supervised construction, made the construction check, or certified performance.
- iv. Have no vested interest in the practice or land on which installed.

### **Method of Checking**

Sufficient notes will be made to show that installed practices are field checked. For engineering practices supporting data such as survey notes, critical elevation, distances, and slopes will be checked. Form SCS-ENG-28 and Form SCS-ENG-29 may be used for this purpose.

### **Reporting**

All reviews and reports will be completed by December 31 for practices installed or reported the previous fiscal year. The ASTC-FO will inform the district conservationist, in writing, the results (commendations and agreed-to-items) of the spot check for the counties covered by their field office. Exhibit B or the Spot Check Report ([WV-180-5](#)) form may be used by the ASTC-FO for this purpose.

The ASTC-FO will notify the State Conservationist by letter when reviews have been completed in their respective areas. The letter shall include any documentation regarding deficiencies that have not already been transmitted to the State Conservationist. The letter (exhibit C) shall include a comprehensive report containing number and type of practices, offices, results, actions, resolutions, etc.

The STC will prepare a written response to the ASTC-FO within 30 days of receipt of the spot check summary providing instructions on action to be taken based upon the spot check summary. This is the quality assurance process used in West Virginia to ensure practices are planned, designed, and installed according to the standards contained in the West Virginia [FOTG](#) – Section IV.

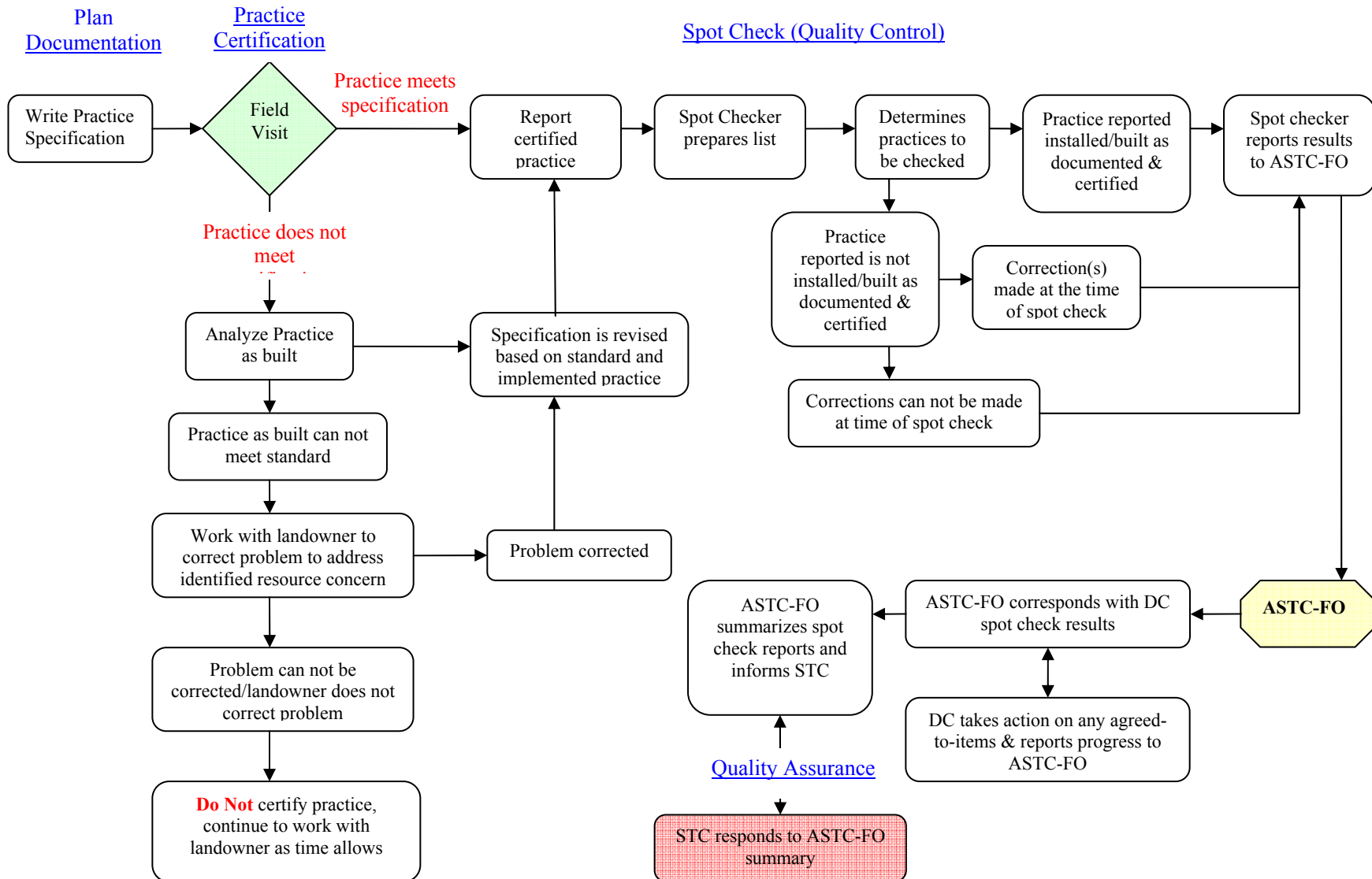
### **Follow-up**

When the spot check reveals deficiencies that cannot be corrected at the time the spot check is made, the following actions will be taken:

The DC shall prepare a report within 30 days of the notification of the deficiency describing the action(s) to address the agreed-to-items which will be taken. The ASTC-FO shall reply to the DC accepting or modifying the proposed corrective action(s). The DC shall prepare a follow up report on the action(s) taken to correct the deficiency on a 30 day interval until the matter is resolved.

Check notes, Spot Check Report and follow up reports will be administratively filed at 450-4 with the folder labeled “Spot Check Review FY 20##“. The Spot Check Report forms will be maintained at the area office (original) and at the field office (copy) for a period of 5 years.

450 GM, Part 407 Exhibit A



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United States Department of Agriculture



Natural Resources Conservation Service  
Address  
Phone

**450 GM, Part 407 Exhibit B**

**SUBJECT:** FY 200\_ Agronomic Spot Checks

**DATE:**

**TO:** Any, DC  
Which Service Center

**FILE:** 450

Following is the results or the agronomic quality review conducted in the \_\_\_\_\_ Field Office for FY 200\_. This review was conducted by \_\_\_\_\_, Area Resource Conservationist on 9/28/05.

**Commendable Items:**

When you find them, document them.

**Deficiency:**

\_\_\_\_\_ farm (tract ) - No documentation of recommended pasture seeding mixture for field 2.

**Agreed-to-item:** Fill out seeding job sheet, have the producer sign and put it in the case file.

Obtain signature by October 15, 2006, and report to me by December 1, 2006.

\_\_\_\_\_ farm (tract ) - Nutrient and pest management  
There are no records to document plans are being implemented according to standards. There is no pest management plan in the file.

**Agreed-to-item:** Obtain or develop a pest management plan with WIN/PST. Obtain records documenting that the nutrient and pest management plans are being implemented according to standards. Complete and report to me by December 1, 2006.

Assistant State Conservationist (FO)

cc: \_\_\_\_\_, Area Resource Conservationist

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(450-GM, Amend #7, May 2008)

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United States Department of Agriculture



Natural Resources Conservation Service  
Address  
Phone

**450 GM, Part 407 Exhibit C**

**SUBJECT:** FY 200\_ Agronomic Spot Checks

**DATE:**

**TO:** XXXXXXX,STC  
Morgantown, WV

**FILE:** 450

This letter represents the results of the Agronomic Quality Assurance Reviews for Area 3.

Agronomic reviews were completed by xxxxxxxxxxxxxxxx, Resource Conservationist, for X, E, T, and J Counties.

General Comments:

The case files were well organized and easy to follow.

**X County**

Deficiencies and agreed-to-items:

Item #1: Tract 943 – (name)

No documentation of recommended pasture seeding mixture for field 2.

Agreed-To-Item:

Fill out seeding job sheet, have the producer sign and put it in the case file. Obtain signature by October 15, 2006, and report to me by December 1, 2006.

Item #2: 668, 669, 670 – (name)

Nutrient and pest management

There are no records to document plans are being implemented according to standards. There is no pest management plan in the file.

Agreed-To-Item

Obtain or develop a pest management plan with WIN/PST. Obtain records documenting that the nutrient and pest management plans are being implemented according to standards. Complete and report to me by December 1, 2006.

**E County**

No deficiencies

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### T County

Deficiencies and agreed-to-items:

Item #1: Tract 11448 – (name)

CPO was not signed by the District Conservationist, District Supervisor or County Committee.

#### Agreed-To-Item:

Obtain all needed signatures and put signature sheet in the file. Complete and report to me by December 1, 2006.

Item #2: Tract – (name)

The nutrient management plan used 85% N availability for swine manure rather than 100%. The producer was applying more P than removal rates and there was no P- index. The producer was also applying N in excess of crop need by 30#/ac.

#### Agreed-To-Item

Revise the nutrient management plan according to policy and provide a revised copy to the producer explaining the requirements to meet NRCS 590 standard before EQIP payments can be made. Complete and report to me by December 1, 2006

### J County

Tract 10456 – (name)

Documentation of fence specification in case file. Fence installed for the control of livestock. Identified resource concern for the fence was wildlife. The installed fence does not meet the Fence standard for wildlife consideration.

#### Agreed-To-Item:

Have the landowner make the needed corrections to the fence to meet the design for the wildlife resource concern. Complete this item and report back to me by December 1, 2006.

The D.C.'s have all been notified of the deficiencies with a deadline to report back. [They have all reported that the agreed-to-items have been completed. Or. Work is on going to fulfill the agreed-to-items. Or. Some combination that summarizes the status of the current work.]

XXXXXXXXXXXXXXXXXX

Assistant State Conservationist (FO)

cc: XXXXXXXXXXXX, Area Resource Conservationist

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(450-GM, Amend #7, May 2008)

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**450 GM, Part 407 Exhibit C**

[WV-180-5-Spot Check Report](#)